



Montana Wood Products Showcase and Sale

Exhibitor/Vendor Guidelines and Registration

Friday, October 23, 2015

University Center at the University of Montana, Missoula

All exhibit spaces are free!

Exhibitors/vendors will be selected based on their fit with the Montana Forest Products Week mission to promote the use of forest products from Montana forests and Montana mills.

Criteria for Exhibitors/Vendors: Participants will be selected based on their use of Montana wood products. Wood products must have been transformed from a raw material into a finished product in Montana. The wood itself must come mostly from native Montana trees or nonnative trees from Montana urban forests. Preferably, products have been processed at a Montana mill, at a manufacturing facility, or by a Montana woodworker. Reclaimed products from deconstruction projects in Montana are also allowed. Wood products made mostly from species not typically found in Montana (such as teak, wenge, or redwood) are prohibited. *Note: Products can be exhibited and/or sold.*

Schedule (Fri, 10/23/15):

Set-up Time:	6am – 8am
Exhibit Time:	8:30am – 5pm
Tear-down:	5pm – 6pm

Parking: Free parking is available from 8am – 7pm on the top (open-air) level of the UC parking garage. Feel free to use the “quick-stop” spaces for loading/unloading. Note that exhibits must be in place and completely ready by 8am and cars moved from quick-stop to the parking garage no later than 8:30am.

Spaces: 32 spaces are available in the UC Atrium, each with a 6’ x 3’ table and one chair. A limited number of backdrops are available by request. Power is available at any location if requested ahead of time. Spaces will be filled on a first-come, first-serve basis, provided the stated selection criteria are met. If capacity is reached, extra space may be secured to accommodate additional exhibitors/vendors.

Disclaimer: Exhibitors/vendors are responsible for their own merchandise. All work and displays must stay within the designated spot. No boxes, extra merchandise, or debris should be visible. The assigned area must be kept clean throughout the event and left spotless after 6pm.

*****This event is held RAIN OR SHINE*****



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Exhibitor/Vendor Registration Form

Contact Name: _____

Business Name (if applicable): _____

Mailing Address: _____ City/State/Zip _____

Phone and Email: _____

Website (optional): _____

Type of Product or Display Items: _____

How do you use Montana wood products? (species used, value-added, etc.)

Will you require: Power? _____ A backdrop? _____

Please describe any accessibility needs you may have: _____

Do you intend to use any tools or do any demonstrations during this event? If so, please describe:

I agree to abide by all the rules and regulations accompanying this application. I agree to hold the Montana Department of Natural Resources and Conservation (DNRC) and the University of Montana free from any and all claims and liability related to any injury, damages, or theft caused to persons or property during this event. This includes damage, injury, or loss of any type, from set-up to removal of exhibits.

Signature _____

Date _____

Mail Completed Form to: **DNRC Forestry Division; Attn: Forest Products and Biomass Program; 2705 Spurgin Road; Missoula, MT 59804** or Email: forestproductsweek@mt.gov.